

New Release Notes

(NOTE: The "Batch" program is utilized by *both* the ACES File Transfer and Internet Forms programs, so changes to it affect all users. The "Internet Forms" changes below only relate to Internet Forms users, not File Transfer users.)

July 13, 2003

On Sunday, July 13, 2003, a new release of ACES was implemented. This release has corrected previously identified errors and includes system enhancements. The following is a list of changes that will reflect in ACES on Monday, July 14, 2003.

Online "Help" File - **DEFECT**

The "screen-level" Help (i.e., the "Help" page that relates directly to the ACES application you are currently using) that is accessed by clicking the **[Screen Help]** hyperlink appears correctly when you click it *before* you have submitted an "inquiry" to the database (e.g., by entering an SSN and clicking the **Get Data** button); however, if you click **[Screen Help]** *after* you have submitted an inquiry to the database, the "Help" page for "View/Manage Batch" appears, rather than the appropriate page. Until this problem is fixed in the next release of ACES, there are two ways of retrieving the appropriate "Help" page:

- Use the "Index" feature from the **[Help Menu]** hyperlink to locate the proper page. (For information about using the "Index" feature, see Help topic, "How To Use ACES Online Help.")
- Click **[Screen Help]** to open the associated "Help" page before submitting an inquiry to the database; e.g., before entering an SSN and clicking **Get Data**.

Participant Inquiry

- **Subscriber Tab Not Populating**

The Subscriber tab would not populate when querying some retiree accounts, and the user would receive an error message. The Subscriber tab now consistently displays with the other 5 tabs.

- **Registration Servicers Not Able to See All "Active" Appointments**

Registration Servicers (i.e., agencies that can view/update data for more than one employer; such as a County Office of Education that can view/update information for all districts within its county) were not able to view other "Active" appointments if the individual had one position that was "Permanently Separated." Such agencies now should be able to see all appointments, even if one or more are "Permanently Separated."

- **Address Changes After "Permanent Separation" Date Cannot Be Displayed**

Address changes on ACES cannot be made retroactively; thus, they always take effect as of the date they are processed by CalPERS. If there is a "Permanent Separation" transaction that is effective before this address change "processed" date, the address information cannot be displayed (an informational message of, "**Address changes made after 'Permanent Separation' date cannot be displayed**" will be shown) when the "Separation" transaction is viewed, for security reasons.

Internet Forms

- **View/Manage Batch: Records With No Address Could Not Print From "Print Preview"**

For records that have no address, if you tried to print any transactions for the record after doing a "Print Preview," you received an error message. This has now been fixed, so that you can print the records.

- **New Enrollment**

In the Organization Name field, if an agency had an 8000 reciprocal employer code, it would be the default. Now the employer codes are in numeric order, so the 8000 employer code displays at the bottom of the dropdown list.

- **New Health Enrollment**

Previously, employee accounts with multiple appointments populated all history of changes to this appointment (coverage group, collective bargaining unit (for State), medical group (for Public Agencies), Leave of Absences, etc.). Now, only the current active appointment/s (no history of changes) will display for selection.

- **Dependent Primary Care Physician Field**

In New Enrollment, New Health, Change Plan, and Add Dependent, the dependent primary care physician field didn't accept numbers. Now, the dependent primary care physician field will accept both letters and numbers.

Public Agency Billing

- **"No data found." on the Participant Status Change Report**

On the Participant Status Change Report, if a NonPERS 7000 employer code was selected with a retirement system of PERS or STRS, the system would populate those members with \$0.00 premiums. Now if a user tries to query using a 7000 employer code with any retirement system other than Other Retirement, the message "No data found." will appear.

- **Premium Amount Added to the Reports**

Last December, the employer share of the premium for retirees replaced the premium amount on the Participant Report and Participant Status Change Report. Due to requests from employers, the premium amount column has been re-added to both reports. Now the employer share and premium amount for retirees can be viewed. The "Total ER Share Amount" remains at the top.

User Account Maintenance

- **Agency Address**

Changes made to the agency addresses on the Agency Information screen were not processing correctly. Since updating the employer address is not an intended function of ACES, the Agency Information page has been removed. Upon selecting User Account Maintenance from the navigation list, the user is taken directly to the Agency User Accounts screen.

- **Alphabetical Sort**

The list of users on the Agency User Accounts page was not alphabetizing correctly based on the last name, when the last name was displayed in all capital letters. The users are now alphabetized by last name regardless of capitalization.

- **Agency User Accounts Listing**

If an agency had more than 25 ACES user accounts, the users would be listed on multiple pages accessible by clicking links (Next, Last, Back, First) toward the bottom of the screen. Now if an agency has more than 25 ACES users, the Agency User Accounts screen has alphabetical hyperlinks at the top of the screen corresponding to the last names of the ACES users. Once a letter is selected, the first user with a last name beginning with that letter is highlighted and the screen moves to display that user at the top. Letters not associated with a user's last name at the agency are not active links. The links to page forward and backward are now also placed at the top of the page. If an agency has 25 or fewer ACES user accounts, no links are displayed.

- **Password Maintenance**

The last four digits of the ACES user's SSN are now included in the Password Maintenance screen which appears when clicking Account Status.

Payroll Transfer

- **Transmit Payroll**

When you click on **TRANSMIT File to CalPERS**, you will notice that if a file contains any errors as shown below, you will receive a message stating what kind of error and why it is not transmitting your payroll file to CalPERS.

If you have submitted an invalid payroll file you will receive this message:

Not a valid Payroll file. The first record contains invalid character(s). Please check the first record and re submit the Payroll file.

If your payroll file contains no header record or trailer record, or if you have selected the wrong Type of File to transmit, you will receive this message:

Not a valid Payroll file. The first record must be a Header record. A Payroll file must have one Header, one or more Detail and one Trailer record.

If (1) you have submitted a payroll file and the first record length is not a valid one, or (2) if this is a valid payroll file, but the header record contains a carriage return in position 43 of the header record and it needs to be in position 96, you will receive this error message:

Please check the first record. The first record length must have a minimum of 43 characters.

After you have successfully transmitted your payroll transfer file to CalPERS, you can now do a right-click on the confirmation page, and Print this page for your records.

If you encounter any problems or have any questions regarding ACES or this notification, please contact the Employer Contact Center at 1-888-CalPERS (225-7377).

(Revised 6/03)